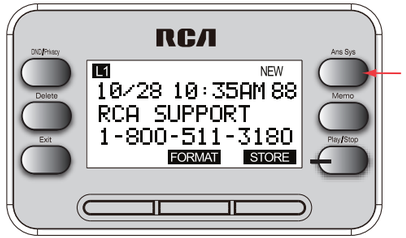
Digital Answering System

1. To set up your Answering System, press the MENU soft key.
2. Using the VOL (+/-) buttons to navigate, scroll to ANSWERING SYS. and press the SELECT soft key.
   - MAIN MENU
   - PHONE SETTING
   - DISPLAY SETTING
   - SOUND SETTING
   - → ANSWERING SYS.



3. Press the SELECT soft key again on ON/OFF STATUS.
4. Choose the line on which you would like to activate or deactivate the answering system.

NOTE: The answering system may be activated on both lines at the same time.

5. Scroll to ON or OFF to activate or deactivate your answering system on this line, then press the SELECT soft key.
6. From the ANSWERING SYS. menu, scroll down to OGA RECORD using the VOL (+/-) buttons to navigate and press the SELECT soft key.
   - ANSWERING SYS.
   - ON/OFF STATUS
   - OGA PLAYBACK
   - → OGA RECORD

continued...

7. Choose which line you would like to record a greeting for and press the SELECT soft key.
8. Choose which type of greeting you would like to record. Press the SELECT soft key and record your message. Press the FINISH soft key to end the recording and your message will be played back to you.
9. From the ANSWERING SYS. menu, scroll down to SET OGA and press the SELECT soft key.
   - ANSWERING SYS.
   - ON/OFF STATUS
   - OGA PLAYBACK
   - OGA RECORD
   - → SET OGA
10. Scroll to the greeting you wish to use and press the SELECT soft key.

NOTE: DEFAULT is the initial OGA setting. ANNOUNCE ONLY will play a message, but not allow the caller to leave a message. TIMED will allow you to set two different greetings, one for office hours and one for after your business has closed.

Additional features for the answering system can be found in the manual starting on page 20.

quick start guide

25252

RCA ViSYS™

www.rca4business.com

For Customer Assistance
call 1-800-511-3180

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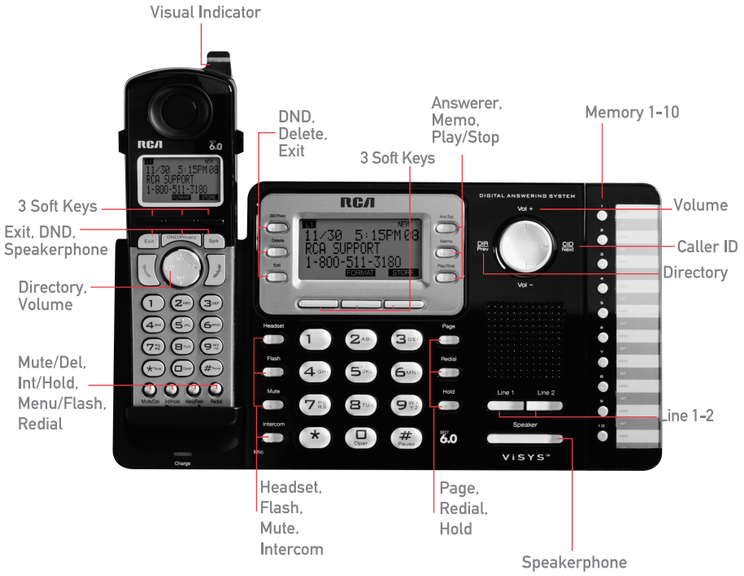
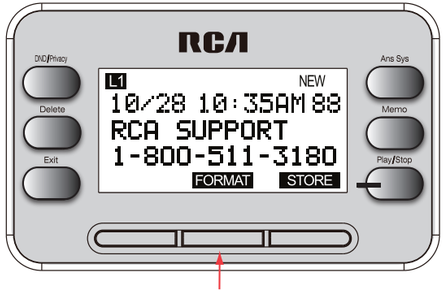
Button Layout



Easy to Navigate Menus

1. To navigate around the menus use the volume up and down buttons and the soft keys just below the screen. Both the large base and cordless handset have menus that can be navigated in this way.



Note: To choose a soft key option, press the button directly under that part of the screen.

Note: The DIR and CID buttons on the left and right are also used in menus to switch between some options.

Storing Phone Numbers

1. To program a one-touch dial press STORE.
2. Press the one-touch button to be programmed.
3. Use the keypad to enter the name for this contact. This is done the same way names can be entered into cell phones. Press SAVE.
4. Enter the phone number and press SAVE.